

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 1999/09/01 : CIA-RDP79-00317A000200010031-4
OFFICE OF RESEARCH AND DEVELOPMENT

REPORT FROM CHIEF, SUPPORT STAFF/PMS/ORD

PROMOTIONS:

- 25X1A9a 1. [REDACTED], Contract Staff/PMS/ORD, from
25X1A9a GS-13 to GS-14 on 23 December 1973. (ML)
25X1A9a 2. [REDACTED], TCR/ORD, Physical Scientist-Res.,
from GS-13 to GS-14 on 6 January 1974.
25X1A9a 3. [REDACTED], TCR/ORD, Physical Scientist-Res.,
from GS-13 to GS-14 on 6 January 1974.
25X1A9a 4. [REDACTED], SS/PMS/ORD, from GS-7 to GS-8 on
23 December 1973. (ML)
25X1A9a 5. [REDACTED], TCR/ORD from GS-5 to GS-6.
(Clerk Typist)

ORD CERTIFICATE OF COMMENDATION on 19 December 1973:

- 25X1A9a 1. [REDACTED], PS/PMS/ORD, GS-14
25X1A9a 2. [REDACTED], OT/ORD, GS-14
3. [REDACTED], OT/ORD, GS-14 25X1A9a
4. [REDACTED], CDAM/ORD, GS-15
25X1A9a 5. [REDACTED], LSR/ORD, GS-15
6. [REDACTED], PAS/ORD, GS-6
7. [REDACTED], DPR/ORD, GS-14

ADDITIONS:

- 25X1A9a 1. [REDACTED], Contract Type 1, PAS/ORD on
7 January 1974 (2 year contract)
25X1A9a 2. [REDACTED], Phys. Scientist-Res., GS-15 to
DPR/ORD on 10 December 1973.
25X1A9a 3. [REDACTED], Phys. Scientist-Res., GS-13 to
OT/ORD on 2 December 1973.

REASSIGNMENTS:

- 25X1A9a [REDACTED], Phys. Scientist-Res., PAS/ORD, GS-14,
on a rotational assignment to OSI/DD/S&T on
14 January 1974.

RESIGNATIONS:

None

25X1A9a

RETIREMENTS:

- 25X1A9a 1. [REDACTED], GS-15, CSC Disability on 28 December 1973.
2. [REDACTED], GS-7, CSC Disability on 4 December 1973.

TRAINING NOTES:

25X1A9a [REDACTED], Chief, DPR/ORD was nominated by the 25X1A9a
DD/S&T Career Board to attend the Senior Seminar, 10 March
through 10 May 1974, and the Board has submitted [REDACTED]
name to the Agency's Training Selection Board for final approval.

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REPORT FROM CHIEF, SUPPORT STAFF/PMS/ORD (Cont'd)

TRAINING NOTES (Cont'd)

There were no nominees from ORD for the President's Executive Interchange Program for 1974-1975.

There were no nominees from ORD for the 1974 Stanford Executive Program, 23 - 15 August 1974.

25X1A9a

[REDACTED], OT/ORD was nominated by ORD for the Executive Management Program at Pennsylvania State University from 28 July through 23 August 1974. The DD/S&T Career Board has approved this nomination, and the Board has submitted this nomination to the Agency Training Selection Board for final approval.

SPECIAL RECOGNITION:

25X1A9a The D/ORD received a memorandum from Mr. David S. Brandwein, Director, OWI expressing his appreciation for the services rendered by [REDACTED], OT/ORD while on rotational assignment with OWI. (Copy attached)

25X1A9a

[REDACTED], GS-14, DPR/ORD received notice of passing Ph.D examination from the University of Reading, Whiteknights, Reading, England in Applied Optics on 24 January 1974. (Copy attached)

SPECIAL NOTE:

25X1A9a

[REDACTED] joined ORD on 4 February 1974 as Security Officer, GS-13, vice [REDACTED], GS-13, who has been reassigned to OD&E Security.

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QUALITY STEP INCREASE POLICY AND PROCEDURES

1. The ORD Career Service Panel will call for Quality Step Increase recommendations every three months (March, June, September and December), act on the recommendation, and then make its recommendation to the Director of Research and Development.

2. Nominations should be made at the appropriate CSP meeting by the Division Chiefs, who would also outline the basis for each recommendation. If approved by the CSP, the recommendations, along with supporting memoranda -- each with an attachment written in the form of a citation -- would be forward to D/ORD for approval and further processing as prescribed in HR 20-31a (4).

3. The exclusive basis for a QSI award should be some sustained meritorious action or activity such as high quality performance with respect to a particular project. This implies that a sustained high quality effort would have been required over a period of time to produce an outcome deserving of a QSI award.

4. In the case of personnel engaged in on-going activities not marked by specific major projects or milestones, sustained high quality performance with

QUALITY STEP INCREASE POLICY AND PROCEDURES (Cont'd)

4. (Cont'd)

respect to a given activity or activities would equally constitute the basis for recommending a QSI award.

5. Examples of improper justification might be:

a. as an incentive to aid in the retention of a good employee who may have received an attractive employment offer elsewhere;

b. solely as a reward or incentive to an employee who has "topped out" at a particular grade level and is unlikely to receive a further promotion in grade.

6. The QSI award ceremonies should be held privately, with appropriate supervisory personnel on hand. At that time the employee will receive a copy of the "citation" which describes the basis for the award.

7. QSI awards be kept distinct from the ORD Certificate of Commendation awards.